

HOURS CODE	DISCRIPTION	SUPPLEMENT PROCESS AS	WHO PROCESSES
Regular Pay:			
010	Regular Hours Worked	Supplement	<i>If less than 30% of base pay: PECS</i> <i>If more than 30% of base pay:</i> TK reports to Payroll Liaison as “underpayment”; Payroll Liaison will contact Division of Payroll (DP).
017	Consultant Day Worked	Supplement	TK reports to Payroll Liaison as “underpayment”; Payroll Liaison will contact DP. (You cannot pay consultants via PECS)
190	Firefighters Special Regular	Supplement	<i>If less than 30% of base pay: PECS</i> <i>If more than 30% of base pay:</i> TK reports to Payroll Liaison as “Underpayment”; Payroll Liaison will contact DP.
200	Regularly Scheduled Standby	Supplement	<i>If less than 30% of base pay: PECS</i> <i>If more than 30% of base pay:</i> TK reports to Payroll Liaison as “underpayment”; Payroll Liaison will contact DP.
400	Baylor Hours	Supplement	PECS
401	Non-Baylor Hours	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
Premium Pay:			
040	Compensatory Time Earned	Supplement	PECS
041	Compensatory Time Used	Supplement	PECS
042	Religious Comp Time Earned	Supplement	PECS
043	Religious Comp Time Used	Supplement	PECS
051	Holiday Worked	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
110	Overtime (ARSOT)	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
111	Callback	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
112	Overtime — PL 85-580 (<i>double time for Quarantine inspectors ONLY</i>)	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
113	Overtime — Irregular	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS

115	Overtime — Suffer & Permit	Supplement — needs FLSA processing	DP
116	Overtime — Substitute Hours	Supplement	DP
117	Overtime Travel	Supplement — needs FLSA processing	DP
118	Overtime — Training	Supplement — needs FLSA processing	DP
130	Night Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
140	Sunday Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
180	Environmental Differential Pay — Regular	Supplement	DP
181	Environmental Differential Pay — Overtime	Supplement	DP
182	Environmental Differential Pay — Sunday Diff	Supplement	DP
183	Environmental Differential Pay— Holiday	Supplement	DP
210	Hazardous Differential	Supplement	DP
230	Credit Hours Earned	Supplement	PECS
231	Credit Hours Used	Supplement	PECS
240	On Call	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
382	Title 38 Holiday Overtime	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
385	Title 38 Saturday Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: PECS
Paid Leave:			
020	Annual Leave Used	Leave Correction: If within leave year Supplement: If beyond leave year	Leave Correction: Automatic Corrections: PECS
021	Annual Leave Restored Used	Supplement	PECS
029	Religious Comp Repaid w/Annual Leave	Supplement	PECS
030	Sick Leave Used	Leave Correction: If within leave year Supplement: If beyond leave year	Leave Correction: Automatic Corrections: PECS
050	Holiday Not Worked	Supplement	PECS
060	Administrative Leave	Supplement	PECS
062	Voting Leave	Supplement	PECS
063	Home Leave	Supplement	PECS
069	Court Leave	Supplement	PECS
070	Military Leave (Regular)	Supplement	PECS
071	Military Leave Non-Tour	Supplement	PECS
072	Special Military	Supplement	PECS

074	Special Military — Parades & Encampments	Supplement	PECS
075	Funeral Leave	Supplement	PECS
084	Voluntary Leave Transfer Program (VLTP)-Received	Supplement	PECS
085	VLTP — Reaccredit	Supplement	PECS
086	VLTP — Donated	Supplement	PECS
087	VLTP — Used	Supplement	PECS
088	VLTP Restored Leave - Donated	Supplement	PECS
089	VLTP Restored Leave — Reaccredit	Supplement	PECS
170	Continuation of Pay (COP)	Supplement	PECS
171	COP Holiday	Supplement: If~within2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
172	COP Night Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
173	COP Sunday Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
174	COP Special Case — Regular	Supplement	PECS
175	COP Special Case — Holiday	Supplement: If within 2 pay Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
176	COP Special Case —Night Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
177	COP Special Case— Sunday Differential	Supplement: If within 2 pay periods Supplement: If beyond 2 pay periods	Supplement: Automatic Corrections: DP
178	COP Non-Tour	Supplement	PECS
310	Time Off Incentive Award Used	Supplement	PECS
Unpaid Leave:			
101	Leave Without Pay (LWOP)	Supplement	W/employee's permission: PECS W/o employee's permission: DP
102	Absence Without Leave (AWOL)	Supplement	W/employee's permission: PECS W/o employee's permission: DP
103	Furlough — Other	Supplement	W/employee's permission: PECS W/o employee's permission: DP
104	Furlough — Lapsed Appropriations	Supplement	W/employee's permission: PECS W/o employee's permission: DP
105	Furlough — Sequestration	Supplement	W/employee's permission: PECS W/o employee's permission: DP
106	Suspension	Supplement	W/employee's permission: PECS W/o employee's permission: DP
109	Religious Comp Time Repaid w/LWOP	Supplement	W/employee's permission: PECS W/o employee's permission: DP